

VETERINARIAN REGISTRATION AND ELECTRONIC VETERINARY HEALTH CERTIFICATE USER MANUAL

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What is eVHC?

A DIGITAL DOCUMENT ISSUED BY A LICENSED VETERINARIAN TO CERTIFY THE HEALTH STATUS OF ANIMALS FOR PURPOSES SUCH AS TRANSPORT, SALE, OR EXPORT.

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Introduction

Veterinarian Registration Information System (VRIS)

This system was designed to manage the registration process for licensed veterinarians in both the government and private sectors.

It enables them to track their professional information, credentials, practice details, and compliance with continuing education requirements, ensuring proper regulation and oversight of veterinary practice within a region.

The system typically includes features for application submission, issuance of veterinary health certificate and management.

Electronic Veterinary Health Certificate (eVHC)

A licensed veterinarian issues a digital document to certify the health status of animals for purposes such as transport, sale, or export.

It streamlines the traditional paper-based process, ensuring faster issuance, improved traceability, and enhanced data accuracy.

The eVHC includes critical information such as animal identification, health assessments, vaccination records, and compliance with regulatory requirements. By leveraging digital tools, it supports better disease monitoring, facilitates regulatory compliance, and promotes animal welfare and public health.



Website Registration Process Flow

Client Registration

Business Account – This applies to entities such as Corporation, Partnership, Single/Sole Proprietorship and Cooperative.

- Services offered under a Business Account include:
 - Facility Registration
 - > Transport Carrier Accreditation
 - > Local Shipping Permit Issuance
 - Feeds
 - > Private Veterinarian Registration

Non-Business Account – This category includes individuals and entities such as Pet Owner's, Smallholder, Association, Private Universities/Colleges, Non-Government Organization, Handlers, Private Veterinarians and Job Applicants.

- Services offered under this account include:
 - Pet Registration
 - Small hold Registration (RSBSA)
 - One-Time Application for Shipping Permit
 - Veterinarian Registration
 - > Job Opportunities

Admin Registration

Government Account – This applies to government agencies and institutions such as:

- Bureau of Animal Industry
- Department of Agriculture
- Department of Health
- ATI-International Training Center on Pig Husbandry
- Local Government Unit
- National Dairy Authority
- National Meat Inspection Service
- Philippine Carabao Center

Services and administrative support provided under this account include:

- Pet Registration
- Live Animal Registration
- > Approval of Registrations,
- Licenses and Accreditations
- Vaccine, Drugs and Biologics Inventory
- Animal Health Monitoring, Routine and Vaccination
- Animal Disease Incident Reporting (ADIR)
- Disease Investigation and Surveillance
- Laboratory Information Management System
- Veterinarian Registration and Electronic
 Veterinary Health Certificate (eVHC)

For Admin Registration, please contact the **Bureau of Animal Industry - Information and Communications Technology Unit** for registration procedures.

STEP 1: User Registration

1.1. Visit the BAI website.



Figure 1: Type <u>www.bai.gov.ph</u> in your browser.

1.2. Go to Registration Page.



Figure 2: Click Login and click the "Register" button

1.3. Fill up the User Registration Form.

Figure 3: Registration Form

One Facility	One Registration
Create your profile one-	time to access all our services.
elect the type of registration	
Business Account	Non-Business Account
Corporation, Partnership, Single/Sole Proprietorship and Cooperative.	Pet Owners, Smallholder, Association, Private Universities/Colleges, Non-Government Organization, Handlers and Private Veterinarians, Job Applicants.
Services Offered: Facility Registration, Transport Carrier Accreditation, Local Shipping Permit Issuance,	Services Offered: Pet Registration, Smallhold Registration (RSBSA),

Select the appropriate account type. (*Refer to the account types listed in the Client Registration section.*)

Veterinarian Registration, Job Opportunities.

Login Information Let's start with your login information	
User Name	Email
Туре	Enter a valid email address
Password	Confirm Password
Type your password	Re type password

Please provide your login information. (Use this information to log in to the website)

Note: Password must contain at least one uppercase letter, one lowercase letter, one digit, and one special character. Ex: R@ffy123

User Information

This information will let us know more about you.

Registered in Philsys? (Philippine Identification System):	O Yes	PhilSys ID Number Type your PhilSys Id number	
First Name		Last Name	
Туре		Туре	
Middle Name		Extension Name (Jr., Sr., III, II, I)	
Туре		Туре	
Sex		Date of Birth	
Please Select	Ŧ	Select Date	
Work Position/Occupation		Contact Number	
Туре		+63 ()	SEND OTP
Civil Status		Country	
Please Select	-	Select Country	*
Region		Province	
Select Region	-	Select Province	•
City/Municipality		Barangay	
Select City/Municipality	•	Select Barangay	*
House No./Lot No./Blk No./Bldg./Floor/Road/Str	eet/Alley		
Туре			

Please provide your basic information, including your name, gender, date of birth, contact number, and address.

Note: Please make sure your mobile number is verified using our OTP service.

Click the "Send OTP" button to receive a verification code.

A success message will appear once your OTP is verified successfully.



The Initial requirement is your photo and a valid ID.

Once completed, click the "Submit" button.

1.4. Account Confirmation

After submitting your registration, **you will receive a confirmation link via email**. Please click the link in the email to confirm your account. If the confirmation link is not visible in your inbox, please check your spam or junk folder or you may use the **resend confirmation link** feature in our website.





BAI E-Services <bai-no-reply-e-services@mail5.bai.gov.ph> to richardedades33+1 ▼

Please confirm your account by clicking here.



Resend Confirmation Link

For **Business Accounts**, verification and approval are required to activate the account.

Non-Business Accounts may log in to the website immediately.

You can check your account status by clicking "Login" in the top menu.



You will receive an email notification once your account is approved.





BAI E-Services <bai-no-reply-e-services@mail5.bai.gov.ph> to raffy.butuhan+CAR

Please be advised that the admin has approved your account log in to <u>www.bai.gov.ph</u>.

1.5. Log in to the website.



1.6. Go to E-Services.



1.7. Click the Veterinarian Registration.



STEP 2: Veterinarian Registration

2.1. Fill up the Veterinarian Registration Form.

License Information	
PRC License	Professional Degree
	Select one or many
	Tax Identification Number
No Imaga	0
NO IIIage	PRC ID (Enter your PRC ID No.) PTR No. (Enter your PTR No.)
Available	0
	Place Issued
	•
UPLOAD LICENSE	
Upload your PRC ld.	

In the License Information section, please upload your PRC license ID and provide the following details:

- Professional Degree
- TIN number
- PRC ID number
- PTR number
- Date Issued
- Validity
- Place Issued

In the **Type of Practice** section, choose the practices you are involved in.



Select your specialization in the **Specialization** section.



	Select All	
	Academe	
	Equine	
	Large Ruminant	
	Poultry	
	Small Animal	
	Small Ruminant	
	Swine	
	Wildlife	
	OK CANCEL	

In the **Header Information** section, please upload your Department/Agency/Company logo and provide the required header information. This information will appear on your certificate and is necessary for the issuance of a Veterinary Health Certificate.



In the **Authorization** section, please upload your E-Signature. This is necessary for the issuance of a Veterinary Health Certificate.



Under the **Organization/Association** tab, kindly indicate all organizations or associations with which you are affiliated.

	Trainings	
	+ ADD ORGANIZATION/ASSO	CIATION
NAME OF PROFESSIONAL ORGANIZATI	ON/ASSOCIATION	
Organization 2		ĩ
Association 1		
Organization 1		

Please indicate all training programs you have attended under the **Trainings** tab.



Once all required information has been entered, please click the **Save** button.

Note: You can still edit your veterinarian profile if you missed any fields or entered incorrect information.

If you are satisfied with your profile, click the **Submit** button to complete your registration.



2.2. Evaluation and Approval

After submitting your registration, you will see your registration status displayed at the top of the page. (See image below)



If your registration is declined, the status will be updated accordingly, and the administrator's comments will be displayed. (See sample image below)



Once you have complied with the requirements, click the **Submit** button again to resubmit your registration.

Upon approval of your registration, a "Verified" status will appear in your veterinarian profile. (See image below)



2.3. Tagging and Acceptance of Clients

Add the clients for whom you want to issue a Veterinary Health Certificate.



Click the "Add Client" button to open the pop-up form.

Provide your clients location, enter the exact name of your client and select your role in relation to the client.

(See image below)

Add Clients			
Region		Province	
Select	*	Select	-
Municipality		Barangay	
Select	*	Select	-
Client Name *			
Type the complete name of your client			÷
Role		Tagging	
Select	-	O Confirmed O Removed	

After adding the client, please confirm the tagging by selecting the Edit button, checking the **'Confirmed'** option, and clicking **Save**. (See image below)

Add Clients			
Region		Province	
Select	Ψ.		÷
Municipality		Barangay	
	v		v
Client Name *			
		econd District, National Capital Region (NCR))	v
Role		Tagging	
Farm Consultant	~	Confirmed Removed	

The next step is **Client Acceptance**, where the client will accept the veterinarian. (See image below for instructions)

SAVE CANCEL

VETERINARIAN ACCEPTANCE				
			Q, Search	
	FULL NAME			
Approve Decline/Remove	Richard Penaranda Edades	Veterinarian	For Approval	
10 15 20			Page 1 of 1 (1 items) < 🚺	>

The client must log in, visit the **E-Services**, navigate to the **Veterinarian Acceptance** page, and click the **'Approve'** button to accept the veterinarian.

Once accepted, the veterinarian can issue a **Veterinary** Health Certificate to that client.

STEP 3: Issuance of Veterinary Health Certificate

Click the **"Issue a Veterinary Health Certificate**" button. (See image below)

			+ ADD C	LIENT
CLIENT NAME	VETERINARIAN			
Richard Penaranda Edades (5A Cenacle Drive, Cu	Richard Penaranda Edad	Farm Consultant	1	
ISSUE A VETERINARY HEALTH CERTIFICATE				

A pop-up will appear. Select the client to whom you want to issue a veterinary health certificate and click "**Save**" button. (See image below)

+ ISSUE A VETERINARY HEALTH CERTIFICATE		Q Search
	CONTACT NUMBER	
10 15 20		Page 1 of 1 (0 items) < 1
terinary Health Certificate Form		
ompany Name / Owner's Name *		

Expand the right arrow button to open the details form. (See image below)



3.1. Veterinary Health Certificate Details

DETAILS + ADD DETAI					
CATEGORY	COMMODITY		ANIMAL NAME	DATE OF BIRTH	
		No data			

Click the "Add Details" button to open the pop-up form.

Veterinary Heal	th Certifica	te Details Form					
Category *		Commodity *		Name of Client (An	imal Registrat	ion)	
Select	*	Select	*	Select			*
Тад Туре		Tag No		Animal Name		Animal Color	
Select	Ŧ						
Date of Birth		Sex		Breed		Weight	
		Select	*	Select	*		
Age From		Age To		Calendar		Unit	
	÷		÷	Select	*	Select	*
Remarks							

In this form, provide the following required information:

Category – select live or animal products

Commodity – Select the appropriate type (e.g., dog, cat, etc.)

Name of Client (if registered under Live Animal Registration)

Additional information—including tag type, tag number, date of birth, sex, breed, weight, and age—will be automatically populated if the client is already registered in the system.

3.2. Printable Veterinary Health Certificate



Republic of the Philippines Department of Agriculture Bureau of Animal Industry Visayas Avenue, Quezon City

VETRINARY HEALTH CERTIFICATE

lime:	10-3011-2023									
	12:00 am									
O MH	IOM IT MAY CO	NCERN:								
his is	to certify that i h	ave examine	d the dog o	described belo	ow:					
					- C	C				
wned	by:	54.04	and Date	Richard I	Penaranda	dades	District Mat	la a al		
esidir	ng at:	SACE	enacie Drive	cullat, Quez Capita	Region (N	CR)	District, Nat	uonai		
Cellphone Number: Email:			9279280848							
				richardeda	des33+3@g	imail.com				
						70				
EBUR	OF HON:									
Varme of	f Pet Species	Breed	Calar			-	Ter er er			
			Color	Date of Birth	Gender	Weight	Microcnip No.	Destination		
			Calar	Date of Birth	Gender	Weight	Microchip No.	Destination		
		18	398		Gender	Weight	Neccomp No.			
his fu	rther certifies th	18 at the above-	398 described	dog/cat was v	Gender	gainst Rabi	Allowing No.			
his fu	rther certifies th	at the above-	398 described	dog/cat was v	accinated a	gainst Rabi	All and a second			
his fu	rther certifies th	at the above-	398 described	dog/cat was v	accinated a	gainst Rabi	es on H- enaranda Ed.	ades		
his fu	rther certifies th	at the above-	described	dog/cat was v	accinated a	gainst Rabi	es on H- enaranda Ed. nature of Vet	ades		

Frequently Asked Questions (FAQS)

Q: How can I register in the system?

A: Visit the BAI website, type <u>bai.gov.ph</u> in your browser, then click the "Register" button.

Q: I did not receive a verification link in my email. What should I do?

A: If you can't see it in your inbox, check in your spam. If you still can't see it, use the resend confirmation link feature on the website or please inform your website administrator.

Q: I can't remember my password?

A: Go to login page and click "forgot my password" link

Q: Where can I get a role in the system?

A: Please ask your Department/Agency regarding your role in the system.

Q: My account has been locked out. What should I do?

A: Please inform your website administrator.

Q: Can I have multiple accounts to access the system?

A: No.

Q: The website is so slow. What should I do?

A: Consider upgrading your internet bandwidth. If this doesn't solve the problem, please consult your website administrator.

Department of Agriculture Bureau of Animal Industry GIS Bldg. Bureau of Animal Industry Compound Visayas Avenue, Elliptical Road, Quezon City